



# FFY 2015 SNAP-Ed County Work Plan

## SIA Meeting – Minutes Summary

April 11, 2014 1:30–3:30 pm



**Present or via phone:** **CDSS:** Adam Quintana, Katie Lewis, Afiya Boswell; **CDFA:** Diana Paluszak, Natalie Greenberg; **CDA:** Andrea Bricker; **UC CalFresh:** David Ginsburg, Virginia Chaidez, Lindsay Hamasaki; **CDPH:** Caroline Kurtz, Michele Fast; **Catholic Charities:** Kenny Moeller

### **Administrative related topics summary:**

- **Timelines:**
  - Local Implementing Agencies (LIAs) and County Work Plan Coordinators will be e-mailed a high level timeline with dates that are applicable to counties.
    - Update: The [high level timeline](#) was shared with counties via email on 4/17/14.
  - Please submit your Work Plans and budgets as they are completed (on a flow basis). Please do not wait for the deadline of 05/09/2014 for submittal.
- **Technical Assistance (TA) Calls:** All State Implementing Agencies (SIAs) will be holding their own separate TA calls with LIAs to address or provide TA and to monitor progress of the Work Plan for the Federal Fiscal Year (FFY) 2015 SNAP-Ed State Plan.
- **Frequently Asked Questions (FAQs):** Two sets of FAQs are/will be available for all LIAs to access:
  - FAQ Set 1: The Q&A from the SNAP-Ed LIA Forum, held February 27–28, 2014 in Sacramento, will be released soon. Both SIAs and LIAs will be able to access the Q&A on the [forum website](#).
  - FAQ Set 2: The Q&A from the County Work Plan Coordinators' teleconference, which was held on 4/1/14, are available via the FFY 15 SNAP-Ed Resources page. These [Q&As](#) will continue to be updated as new questions are put forth by LIAs.

## **Integrated Work Plan and Budget Questions:**

- **Topic 1 – CDFA Contract:** CDFA's funding for FFY 2015 is under review at CDSS.
- **Topic 2 – Budget Templates:** A budget template was posted on the [FFY 15 SNAP-Ed Resources](#) section on the CDPH website prior to 4/1/14 County Work Plan Coordinators call (for LIAs to access resources, templates, and the work plan sample). UC CalFresh also provided a budget template to its LIAs. Clarification will be provided as to which budget templates can or should be used by LIAs.
  - Update:
    - UC CalFresh LIAs are to use the budget template provided by UC CalFresh for FFY 2015 only.
    - LHDs are to use the budget template provided by CDPH-NEOPB.
    - All other LIAs are to use the budget template found [here](#).
    - Please note that these templates are all very similar but altered slightly to fit each SIA's needs.
- **Topic 3 – Department of Aging, San Luis Obispo (SLO):** SLO LIAs should move forward on the development of the Work Plan without the Area Agency on Aging, Central Coast Commission for Senior Citizens.
- **Topic 4 – Narrative Summary:** All SIAs agreed that they have messaged and will continue to message that the narrative summary should be integrated.
- **Topic 5 – Clusters of Budgets:** Re: Budgets for jurisdictions that have been clustered together. Counties will need to reference the budget found with the prime agency holding the contract. Each LIA will be completing its own budget and submit it to their respective SIA by the 05/09/2014 deadline.